

# Framework Business Consultancy Limited Environmental Policy

The purpose of this Policy is to ensure that we are socially responsible for reducing our carbon footprint. We actively promote an attitude to lowering negative environmental impact.

## ***Procedures and Processes***

- We use public transport and shared car journeys where possible.
- We encourage our clients to use venues that are geographically suited to their workforce.
- We promote the use of video and/or teleconferencing.
- We use recycled paper where possible.
- We recycle paper where it does not contravene the data protection act.
- We recycle ink cartridges, through charitable institutions.
- We switch off any energy sources when not in use.
- We support the recycling initiatives of our clients, e.g. bins for cans, plastics, paper.
- We advise the recipients of our e-mails to be aware of the environment and therefore not to print them unnecessarily.

This Policy is fully supported by Angie Ingman. We will ensure that all staff, customers and clients are aware of the Policy, and that our staff understands that they are responsible for observing it.

Our Environmental Policy action plan outlines the steps we will take to give effect to this Policy. We will monitor the action plan and review the progress we have made each year, to make sure the Policy is achieving its aims.

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## Action Plan

- Angie Ingman is responsible for the Environmental Policy and for putting the action plan into practice.
- We will circulate our Environmental policy to all staff by means of a Policy Handbook and via the company website.
- We will ensure that all staff signs a declaration that they have read, understood and accepted individual responsibility for this Policy.
- We will keep records of all staff acknowledgements.
- We will keep abreast of any environmental developments and incorporate any practical actions into the plan.
- We regularly review all our Policies every six months.
- We welcome feedback from our clients, associates and other interested bodies, implementing any procedures that will improve our Policies.